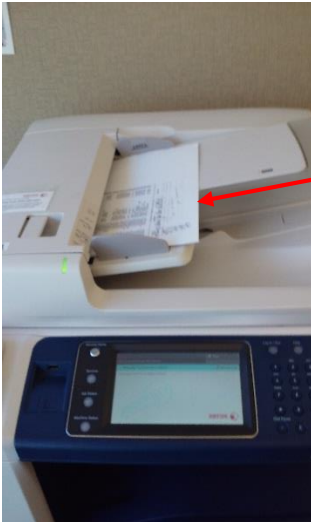


PODD Tips and Tricks

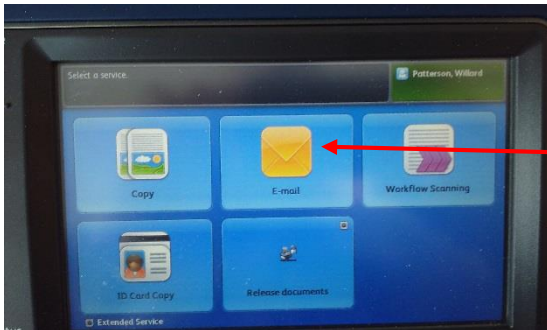
1. Transmittal Reports

To scan and E-mail the Daily Transmittal Report:

- a. Go to your networked Xerox Printer/Scanner for your office and login.



- b. Place the marked up and signed Transmittal Report in the printer/scanner automatic document feeder

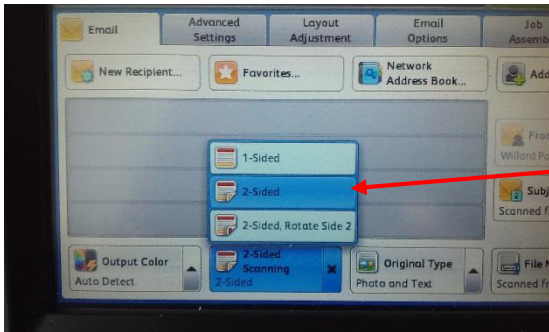


- c. Select "E-mail" on the control panel.

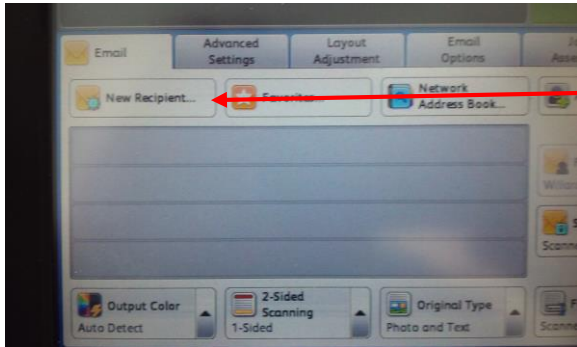


- d. The E-mail control panel should be on the display.

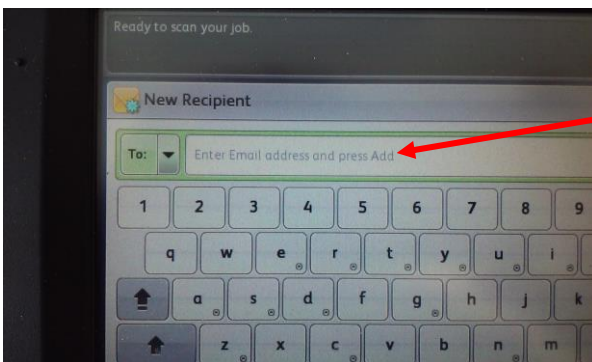
PODD Tips and Tricks



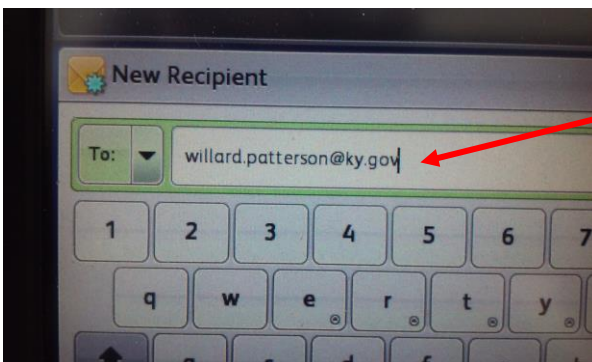
d. At the bottom the E-mail control screen, select 2 sided.



e. Next select "New Recipient" on the control panel.

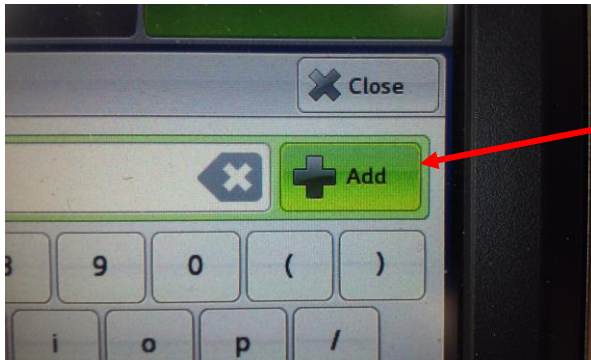


f. A box for you to type in your own email address will be provided.



g. Type in your own email address.

PODD Tips and Tricks



g. Push "Add"



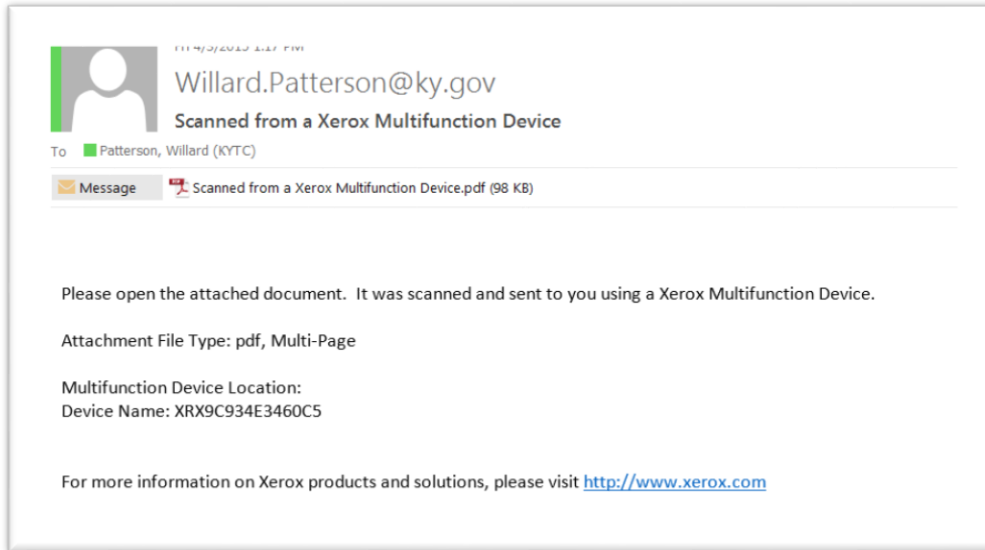
h. Your name and E-mail address should appear in the control panel.



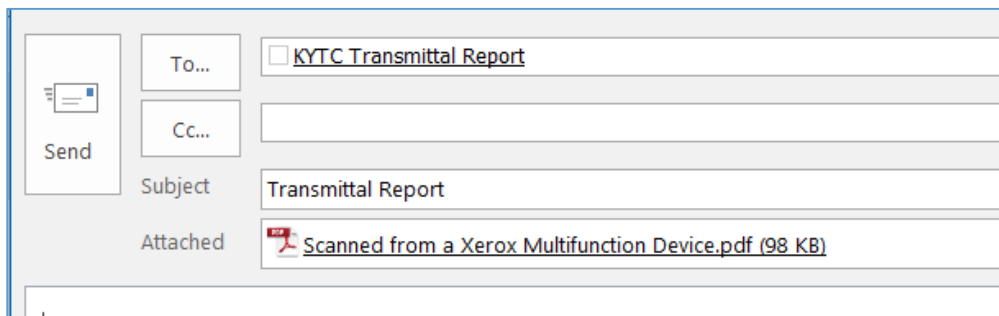
i. Then press the "Start" button on the main control panel.

j. You should receive an E-mail something like this.

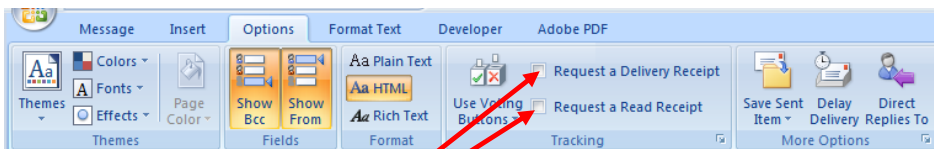
PODD Tips and Tricks



- k. Forward this E-mail to KYTC.TransmittalReport@ky.gov, and change the Subject to “Transmittal Report”.





- l. To receive a Delivery or Read receipt sent back to you, select “Options” then either “Request a Delivery Receipt” and/or “Request a Read Receipt” boxes.



Select the option(s) to receive a receipt(s).

- m. Click “Send”. The Transmittal Report will be sent to MVL in Frankfurt.

PODD Tips and Tricks

 Send	To...	<input type="checkbox"/> KYTC Transmittal Report
	CC...	
	Subject	Transmittal Report
	Attached	 Scanned from a Xerox Multifunction Device.pdf (98 KB)